

The Consultant

The consultant should complete all non-shaded fields. Shaded fields have formulas. The non-shaded fields are explained below.

- a) KYTC Contract Number, Funding, Federal No., State No., Item Number, Effective Date of Notice to Begin Work, and County/Route/Mile Point can be found on the agreement (Letter Agreement for Statewide Agreements).
- b) Estimate No.-The estimate number followed by an indication as to whether or not it is a partial or final payment (e.g. 1P = first estimate, 2F = second and final estimate). Final Pay Estimates may not be emailed and must follow procedures outlined in the Professional Services Guidance Manual 15-07.0300 FINAL PAYMENTS
- c) Consultant Name and Address-use billing address. Please contact Bethany Crockett in the Finance and Administration Cabinet to add, modify, or correct a billing address. You can contact her at (502) 564-6690 or by email at Bethany.crockett@ky.gov.
- d) Invoice Date-the date you complete the estimate sheet.
- e) For Work Done-the time period during which currently billed services were performed.
NOTE: These dates can never fall outside the dates listed in the agreement.
- e) Previous Earnings-the sum of all preceding estimates.
- f) Earnings this Estimate-the amount billed for services performed during the time period listed in the 'For Work Done' fields.
- g) List any DBE participation for this billing period in the designated box in the lower left side of the form. Include DBE firm name and amount.
- h) A partial payment request cannot leave a remaining balance of less than **\$5,000** as this will liquidate the contract encumbrance and close the contract.
- i) Consultant Signature-leave blank on the Excel spreadsheet.

Print the estimate. The Consultant Project Manager, CFO, or CEO should sign the Consultant Signature block. After signing, scan the estimate.

Email the following attachments to the KYTC project manager listed at the bottom of the estimate sheet:

- PDF of the signed TC 40-408 Pay Estimate
- PDF of the signed PSC Invoice Form
- Consultant Monthly Progress Report
- Scanned copy of the Letter Agreement (applicable only to statewide agreements)
- For Cost Plus a Fixed Fee Contracts include a breakdown of Estimated costs.
- For Final pay request, include a copy of the last project chronology memo.

KYTC Project Manager

The KYTC Project Managers should review all attachments.

- a) **Progress or status reports** should be consistent with scheduled milestones contained in the agreement (letter agreement for statewide agreements).

- b) **Estimate sheet**—KYTC Contract Number, Funding, Federal No., State No., Item No., Effective Date of Notice to Begin Work, County/Route/Mile Point, Method of Fee, and Total Contract Amount should match what's in the agreement.
- c) **Estimate sheet**—Check Previous Earnings for the current estimate against Total Earnings to Date on the previous estimate. They should match.
- d) **Estimate sheet**—note whether or not percentages complete reported on the estimate sheet are consistent with progress/status reports. Do percentages (and earnings) on the estimate sheet exceed scheduled milestones?
- e) Check remaining balance in PON2 encumbrance vs the pay estimate contract amount, less the pay estimate paid to date amount. These should match.
- f) Check the projects unobligated amount ensure adequate funding is available for other activities that may be charging to the project.
- g) A partial payment request cannot leave a remaining balance of less than **\$5,000** as this will liquidate the contract encumbrance.

After reviewing the estimate the KYTC Project Manager should forward the email with attachments to KYTC Administrative Staff. The following language **MUST** be in the body of the email: "I have reviewed the attachments and certify that, based on the information provided, requested costs are allowable."

KYTC Administrative Staff

After KYTC Administrative staff receives the forwarded email from the KYTC Project Manager with the required language in the body of the email, they should create payment against the KYTC Contract Number listed on the estimate for the amount requested in the Earnings This Estimate column of the estimate sheet.

Forward the email to KYTC Project Manager or designated approver in eMARS. The first line approver in eMARS should:

- a) Make sure the Actual Amount on the PRC Header matches the Earnings This Estimate on the estimate sheet.
- b) Make sure the information on the Vendor section of the PRC matches the Consultant Name and Address on the estimate sheet.
- c) Make sure the Received Service dates on the Commodity section of the PRC match the For Work Done section of the estimate sheet.
- d) Make sure the Commodity Ref ID (Reference subsection) of the Commodity section in the PRC matches the KYTC Contract Number on the estimate sheet.
- e) Make sure the funding codes in the Accounting section (Fund and Detailed subsections) match the funding section of the estimate sheet.
- f) **For any DBE participation shown on the lower left side of the invoice entered the total DBE participation amount as separate accounting line with Department Object Code DBE.**
- g) Partial payment request cannot leave a remaining balance of less than **\$5,000** as this will liquidate the contract encumbrance.

The KYTC Project Manager or designated approved in eMARS should forward the email to KYTC Consultant Estimate Accounts group email box for final approval.

Division of Accounts Pre Audit staff will perform the same review as the first level approver in eMARS.